

## Guidelines for Organizations Posting Volunteer Opportunities

Go to [volunteer.connectcentraloregon.org](http://volunteer.connectcentraloregon.org)

**To add or edit volunteer opportunities:** Click “Opportunities” in the top menu (under the orange bar, not on the left-hand menu). Under “Manage Opportunities,” you may Add or Edit your volunteer opportunities:

- Include a sentence about your organization’s mission in the position description.
- For “Duration” indicate whether this is an ongoing opportunity or one-time. For one-time, select “Happens On,” which allows you to fill in the date.
- Fill in “Minimum Age” of volunteer (consider ways to include young volunteers).
- In the “Interests and Abilities” section, you may choose more than one option.
- Click “Create Opportunity” or “Update Opportunity” at the bottom, to save.

**To sign up as a new page manager for your organization:** Set up your personal user login account. Click “Sign Up” and then click “Sign up with your email address.” Then, contact [volunteer@connectcentraloregon.org](mailto:volunteer@connectcentraloregon.org) for us to set you up as the new manager.

**To sign up a new organization, if not already posted on the database:** Select “Click here to register your organization,” under “VOLUNTEER NOW.” ***Before you register your organization, make sure it is not already posted on the database.*** Once you have registered your organization, fill in the profile information and save each section.

### Responsibilities and Requirements:

- Participating organizations seeking volunteers must be registered non-profit organizations (or officially under the financial umbrella of one), schools, medical establishments, or public agencies.
- Participating organizations do not serve explicitly political or religious purposes, and they do not require religious affiliation or membership in the organization for volunteers to serve with the organization.
- Participating organizations must have risk-management procedures in place. (Insurance to cover volunteers is strongly recommended.)
- Participating organizations are responsible for screening, interviewing, and placing volunteers referred through Connect Central Oregon.
- *The organization manager is responsible for:*
  - *Posting organization information and volunteer opportunities and keeping them up to date (to keep your page live, it is necessary to make some kind of update at least every six months)*
  - *Responding immediately to volunteer inquiries*
  - *Making sure the volunteer is oriented and trained, given clear expectations, and provided with the resources to meet those expectations.*

*Note: If you cannot use a volunteer, please refer them to the database or to another organization you think could use them.*

*If you have any questions or comments, or if you would like any assistance, contact:*  
[volunteer@connectcentraloregon.org](mailto:volunteer@connectcentraloregon.org)